Process	***Inactivate a Statistics Code***
Process Number	***GL – 089***

Description of Process

Inactivate a statistics code. This would be done whenever a statistic code is no longer needed, but you do not want to delete its history. Statistics Codes are ChartField values used to identify non-monetary amounts and are associated with a specific unit of measure. Once you have added a statistics code to the table, you can use the code to document statistical amounts on the same journal line as the corresponding monetary entry. For example, a journal line that records the charge back of rent expense to an individual department can include both a dollar amount of the rent to be charged *and* the amount of floor space used to determine the charge. Statistics Codes will be set up under the STATE SetID. The State of Georgia will establish the following Statistics codes:

- Floor Space
- Minutes of Telephone Usage
- Kilowatt hours
- Each
- Cubic yards
- Cubic feet
- Days
- Hours
- Thermal units
- Gallons
- Tons

Input to Process

Statistics Code change request is written up, signed, assigned a statistics code and approved. The statistics code is then inactivated in PeopleSoft.

Output of Process

Statistics Code is inactivated and is no longer accessible to any business units.

Service Level Agreement Required? (if yes, provide a brief description)

N/A

PeopleSoft Panel Groups being Used

Function	Panel Group
Use	Statistics Code

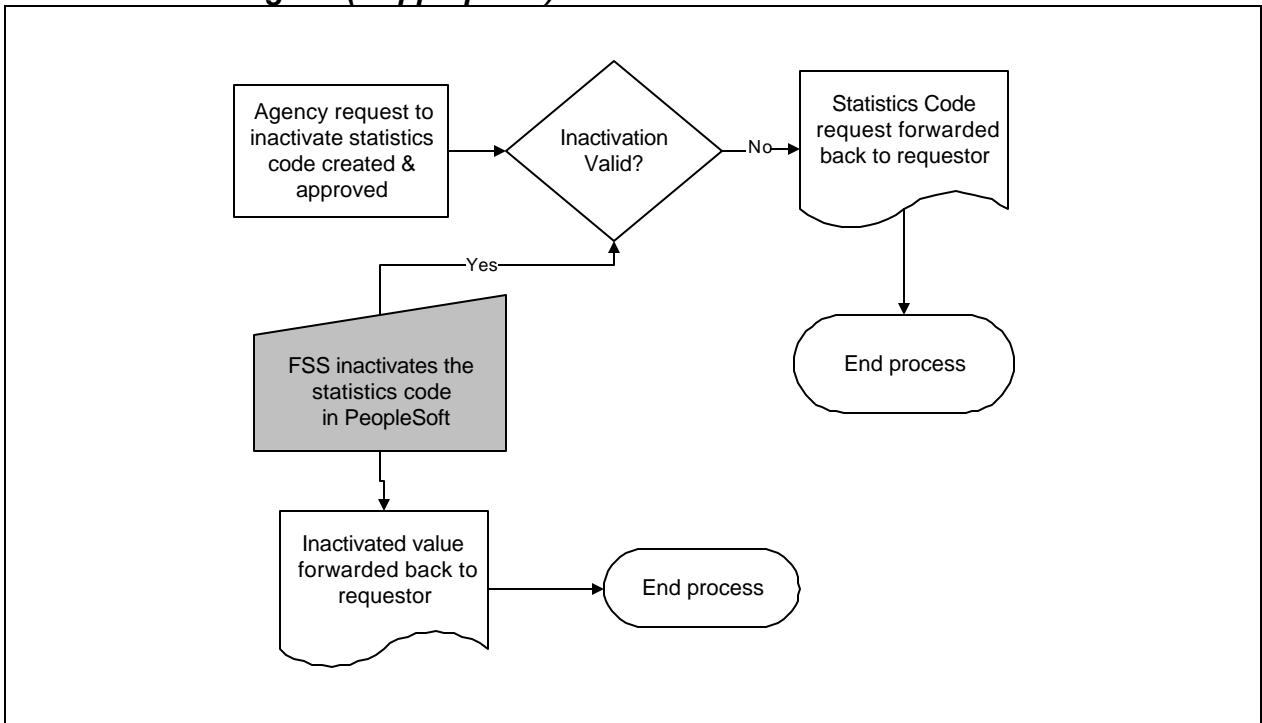## Business Process Description

Process Description	Responsibility (Agency/Centralized)
Step 1: Complete request form to inactivate a statistics code Using the forms provided to you, submit your request to the Department of Audits. If valid, the request will be forwarded to FSS for input. Otherwise, the request will be returned to you for corrective action or with an explanation for the denial of the request.	Agency
Step 2: Open the statistics code you wish to inactivate Using Update/Display mode, enter the SetID and Statistic Code for the statistic code you wish to inactivate. The SetID should be STATE, since all statistics codes are shared at a single level.	Centralized
Step 3: Inactivate the statistics code Insert a row using F7 in any effective dated field. This allows you to make *effective dated* changes and enables you to retain a history of the modifications made to the statistics code. Any modifications will take effect as of the date specified. In the row you just inserted, enter the Effective Date and Status for your statistics code. The Effective Date can be set to the current date or a future date and determines the date on which the change will go into effect. The Status refers to the availability of the statistics code for use in journal processing. Using the drop down list provided, change the Status to "Inactive."	Centralized
Step 4: Save the statistics code The statistics code is now saved as "Inactive," and will no longer be accessible as of the effective date on which you changed the status. If you want to re-activate the statistics code at a later point in time, follow steps 1- 3 above and change the status back to "Active."	Centralized
Step 5: Notify the requestor that the statistics code has been modified Send notification to the requestor that the statistics code has been added and is available for use. The following are acceptable forms of notification: • E-mail • Facsimile • Interoffice Memorandum	Centralized

Forms Used with Process (#)

**Attach sample form(s) Statistics Code Change Request.doc

Process Flow Diagram (if appropriate):

```
┌──────────────────┐         ╱╲                  ┌──────────────────┐
│ Agency request to │        ╱  ╲                 │ Statistics Code   │
│inactivate statistics│──────▶│Inactivation│──No──▶│request forwarded  │
│  code created &   │       ╲  Valid? ╱             │ back to requestor │
│    approved       │        ╲  ╱                  └──────────────────┘
└──────────────────┘         ╲╱                            │
                        Yes                                 │
                          │                                 ▼
              ┌───────────┘                          ╭──────────────╮
              ▼                                       │  End process  │
        ┌──────────────┐                             ╰──────────────╯
        │ FSS inactivates the│
        │  statistics code  │
        │   in PeopleSoft   │
        └──────────────┘
              │
              ▼
        ┌──────────────┐         ╭──────────────╮
        │ Inactivated value│─────▶│  End process  │
        │forwarded back to │      ╰──────────────╯
        │   requestor      │
        └──────────────┘
```

Process Signoff

Tested By
Date Tested